

The Management Institute for National Development (MIND) is the Government of Jamaica's learning, leadership and organizational development institute, with the mandate *“to provide effective leadership development and management training appropriate to all levels, and in line with the demands of a modern and competitive public service.”*

**Applications are invited to fill the following vacancy at the
Management Institute for National Development's Kingston Campus**

Manager Finance and Accounts

The incumbent will be responsible for ensuring that the Agency's financial management and accounting function responds judiciously to the expectations of all stakeholders to maintain a strong financial position and sustain credible and respected fiscal relationships, enabling MIND to fulfill from a finance perspective; its statutory, legal and other financial obligations through the making of sound financial and operational decisions.

The successful candidate should possess the following competencies:

- Excellent Knowledge of Accounting Principles and Practices
- Good Knowledge of Risk Management
- Excellent Knowledge of Financial Management
- Excellent Knowledge and Practice in Budgeting and Forecasting
- Good Knowledge of Financial Administration and Audit (FAA) Act
- Good Knowledge of Financial Instructions to Executive Agencies (FIEA)
- Excellent Working Knowledge of Accpac software
- Excellent Leadership Skills
- Excellent Communication Skills
- Excellent Planning and Organizing Skills

Qualification and Experience

- Postgraduate degree in Accounting or ACCA Level III
- Five (5) years related work experience and two (2) years at the supervisory level
- Knowledge of and experience with the public sector environment would be an asset

Interested individuals should address their applications and résumés to MIND's
Director Finance, Human Resource Management & Administration

Deadline for applications is Monday, March 30, 2020

Email: hr@mind.edu.jm